Civilian Recruitment in the 21st Century : A USA Staffing® Briefing for Managers

WHAT IS USA STAFFING?

USA Staffing is a single, integrated software solution used to staff Federal jobs. It provides full integration with USAJOBS to support competitive examining and merit promotion vacancies and will be used to staff Appropriated and Non- Appropriated fund positions. USA Staffing was developed and is maintained by the Office of Personnel Management (OPM)

Why the Change from Resumix?

- Defense Enterprise Hiring Solution
  - A single hiring process and tool used by all components of DOD
  - USA Staffing is an interim solution
- Why USA Staffing was chosen
  - Resumix not favored by other components as a solution
    - Negative stigma to Resumix
    - Resumix is an unsupported software
  - Integrated with USAJobs
  - Supports OPM's end-to-end hiring model
  - Supports Presidential Hiring Reform initiatives

Automated System Comparison Chart

RESUMIX	USASTAFFING
• Skill Based System	• Task Based Applicant System
• Applicant Documents required prior to appointment	• Documents required <u>at time </u>of application
•Create and store up to one resume.	•Create and store up to <u>five</u> resumes
•Submit via hardcopy and online	•Submit via fax, hardcopy and online
•Based on description of skills, and experience within resume	• Based on answers to assessment questions and updated by experience within resume.
• Ability to set up five saved searches	• Ability to set up 10 saved searches
	• Spell check capability

Changes for Selecting Officials

- **Selection Manager**
  - The hiring official's online interface to USA Staffing®
    - ➤ View/share certificate
    - ➤ View resumes & cover letters
    - ➤ Make notes
    - ➤ Track the status of multiple certificates
  - Available online from any location (e.g., TDY)

Changes for Selecting Officials

- **Use of Assessment Questionnaires**
  - Collaboratively selected by HR and hiring officials
    - ➤ Part of the Strategic Recruitment Discussion with the CPAC specialist
    - ➤ Army has a library or existing assessments
    - ➤ Customize for specific vacancy
  - Two Components
    - ➤ Eligibility Assessment
      - Tied to area of consideration (Who May Apply)
      - HR confirms eligibility to be hired before referral
    - ➤ Occupational Questionnaire
      - Responses determine inclusion in "best qualified" group
      - Assess job related skills, abilities and knowledge
  - Self-reported responses used to determine applicant's eligibility, qualifications and quality of experience

Changes for Applicants

- All Army announcements on www.armycivilianservice.com and www.usajobs.gov
- Apply through USAJobs/Application Manager
  - Create/store up to 5 different resumes
  - Upload Supporting documentation (e.g., DD-214, SF-50, transcripts)
    - ➢ Required at time of application
    - ➢ Can be uploaded and reused for future applications
  - Status tracking of all applications
  - View messages sent regarding status
- Respond to assessment questionnaires

Occupational Questionnaire – Factor Evaluation

- **Knowledge and Skills/Factor evaluation**

FACTOR: Knowledge of Administrative Regulations

A - I have not had education, training or experience in performing this task

B - I have had education or training in performing this task, but have not yet performed it on the job.

C - I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D - I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E - I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Army Deployment Schedule

- Piloting in select locations since March 2010
- Full transition over two years
    - Beginning January 2011
    - Ending April 2012
    - By CPAC (Eustis CPAC March 2012)
    - NAF and APF HR offices may transition on different dates

Key Messages

➢ Goal: Quality hires in 80 days
➢ Pre-planning and HR/RM/Mgmt partnerships are critical
  - Strategic recruitment discussions
  - Review of key recruitment documents
  - Up-front approvals in place
➢ Outcomes
  - Reduce fill time
  - Reduce rework
  - Improve quality of hires

QUESTIONS?